

Located at 310 Ten Pin Lane, just off Shelbyville Road across from Mall St. Matthews, the St. Matthews Community Center is an anchor structure to Community Center Park. Positioned conveniently at the entrance to the park, the Community Center makes this a recognized destination location for any special occasion.

The Community Center exhibits an inviting appearance with two gabled, handicap accessible, front entrances and landscaped frontage. A large, adjacent parking area affronts the center with an additional lot within the park, just a short walk away. All renters of the center should be aware that during the period of April through mid-July, parking must be shared with spectators and players participating in various baseball games on the numerous fields located in the rear Community Park area. Reserved parking is not available at any time.

The Community Center building offers a smoke-free rental space, from small intimate affairs to larger elegant celebrations, or perhaps an association or business assembly. Whatever the occasion, a space to meet your needs may be accommodated. Rentable spaces range from a small 46 ft. by 42 ft., to a large 82 ft. by 40 ft., or a sizable 128 ft. by 40 ft. area. Accordingly providing seating



capacity for 100 to 250 guests.

Within the Community Center building visitors are welcomed with well polished tile flooring, large windows and walk-out sliding doors, which lead to a sizeable landscaped patio area. All rentals include the use of a full size kitchen with commercial appliances, four large handicap accessible restrooms, along with round and rectangle tables plus folding chairs to accommodate each guest.

To schedule an appointment to view the Community Center building, telephone 502-897-6371 or 502-899-2511. Unscheduled site visits are discouraged.

To confirm a reservation for your specific date visit St. Matthews City Hall, 3940 Grandview Ave, third floor, during regular business hours of Monday through Thursday 7:30 a.m. – 4:00 p.m. or Friday's 7:30 a.m. – 11:30 a.m.

## Reservation Specifications

Paid rental constitutes 8 hours availability to the center building on the event date. All events must cease at midnight.

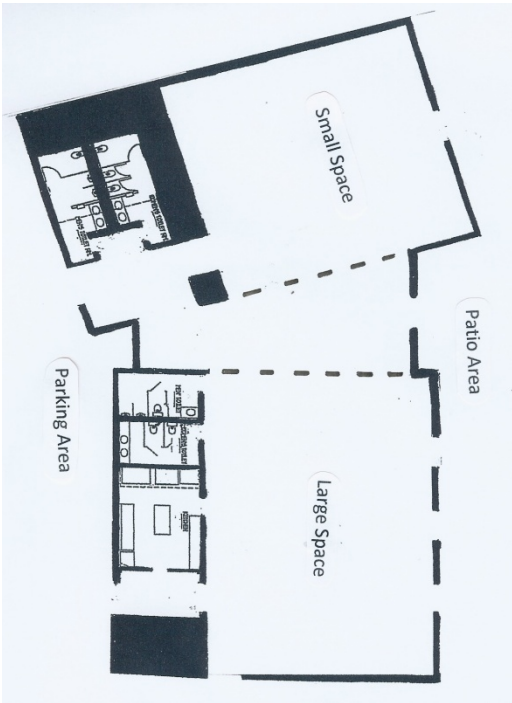
Full rental fees are due 20 days prior to the event date. Any rental fee not paid 20 days prior to the event date will result in the facility being unavailable and open to possible rental by other interested persons.



## Cancellation Terms

Paid in full rental fees will be refunded at 50 % (fifty percent) should a cancellation be requested prior to the event date.

Reservations cancelled 30 days prior to the event date will receive a 50% (fifty percent) refund of the security deposit. All cancellations of less than 30 days will forfeit 100% (one-hundred percent) of the security deposit. No exceptions.



## Rental Days, Rates & Security Deposit

### *Monday thru Thursday*

|             |                   |        |
|-------------|-------------------|--------|
| Small Room  | 46 ft. by 42 ft.  | \$ 150 |
| Large Room  | 82 ft. by 40 ft.  | \$ 200 |
| Entire Hall | 128 ft. by 40 ft. | \$ 300 |

### *Friday, Saturday, Sunday & Holidays*

|             |                   |        |
|-------------|-------------------|--------|
| Small Room  | 46 ft. by 42 ft.  | \$ 350 |
| Large Room  | 82 ft. by 40 ft.  | \$ 450 |
| Entire Hall | 128 ft. by 40 ft. | \$ 750 |

**Security Deposit                      \$ 100\***

*\*Security deposits are to be submitted along with the initial rental agreement. This deposit is fully refundable after the event has concluded and the building, along with any equipment used by the renter or renters contractors, has been inspected by an agent of the city, and found in satisfactory condition. Unsatisfactory conditions or damage will result in forfeiture of the deposit and possible additional charges if required to abate damages.*

**Checks payable to:  
City of St. Matthews  
3940 Grandview Avenue  
St. Matthews, Ky. 40207**



# St. Matthews Community Center



**310 Ten Pin Lane**

